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| Position Requirements Document Cover Sheet | | Position Number: 12821 | |
| Classification: Interdisciplinary, NH-****-II Local Title: Employing Office Location: Orlando, Florida Duty Station: Orlando, FL | | Opt: Computer Engineer, 0854 CL: 217A Opt: Electronics Engineer, 0855 CL: 217B Opt: Computer Scientist, 1550 CL: 217C | |
| Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 nd Div: Project Support Group 3 rd Div: Engineering Directorate 4 th Div: | | | |
| Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. Immediate Supervisor: Wafa Makhlouf Title: Acting Director, Research and Engineering Signature: _____ /s/ _____ Date: 4/8/03 _____ Higher Supervisor or Manager: _____ Title: _____ Signature: _____ Date: _____ | | | |
| Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria. Classification Official: Sharon Hightower Title: Chief, Human Resource Management Division Signature: _____ /s/ _____ Date: 4/8/03 _____ | | | |
| FLSA: Exempt Drug Test: No Key Position: Sensitivity: NCS Reason for Submission: Acq Demo Conversion Previous PD Number: Envir. Diff: Acq Posn Category: S Acq Career Level: 2 Acq Special Asgmt: Career Spec – Primary: Cont Job Site: Financial Disclosure: <input type="checkbox"/> Public Financial <input type="checkbox"/> Confidential Financial <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input checked="" type="checkbox"/> Neither | | BUS Code: 7777 CL: see above Emergency Ess: OPM Functions Code: 13 Status: Competitive Subject to IA: No Mobilization: Career Prg ID: 16 CAPL Number: Acq Posn Type: 4 Acq Prog Ind: Career Spec – Sec: Mobility: Citation 1: USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988 Citation 2: USOPM PCS for Electronics Engineering Series, GS-0855TS-3 February 1971 Citation 3: USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988 Citation 4: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99 | |

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in a division of the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Interdisciplinary, NH- -II.
Opt: Computer Engineer, 0854
Opt: Electronics Engineer, 0855
Opt: Computer Scientist, 1550

III. Duties:

Performs system and software engineering, of routine complexity, required to support the acquisition and life cycle management of PEO STRI systems which involves the design, integration, test and management of complex systems composed of hardware, computers, software, interfaces, simulation and instrumentation hardware.

1. Provides input to technical evaluation of contractor's performance. Serves as technical representative at progress reviews, design reviews, acceptance testing and technical interchange meetings with contractors. Provides technical guidance and clarification to contractor on Work Statement (WS), Specification and Contract Data Requirements List (CDRL). Consults with subject matter experts (SMES) to obtain technical guidance relating to on-going projects. Addresses contractor's needs, questions and change proposals regarding technical, cost and schedule risks. Ensures projects are within established resource limits and remain on target with milestone schedules. Keeps lead engineer, management, project director, users and other team members informed of Project status. Provides technical requirements continuity from concept through design, test and fielding.

30%

2. As an assistant to the technical members of a project team, prepares input to technical sections of acquisition packages (Request for Proposal - RFP) for assigned projects which includes technical performance and verification specifications, WS, CDRL, contract schedule and proposal evaluation plan. Supports the defense or justification of acquisition packages to

the acquisition authority. Evaluates contractors' proposals for technical content, applicability to RFP, best value and schedule impact. As an assistant to the evaluation team, prepares routine portions of proposal evaluation reports; obtains and formats useful information as the lead engineer defends and justifies for acquisition authority. Provides technical input to clarify and evaluate contractor final proposals and makes recommendation to acquisition authority for award of contract. Serves as technical team member on concept formulation effort by performing the required engineering functions to explore and formulate materiel concepts for PEO's systems in accordance with the using organization's operations requirements document. Provides technical input to review, analyze, and clarify requirements and documentation through formal and informal meetings and discussions with SMES. Conducts market surveys and analyzes make/buy decisions. Prepares trade off determinations (TOD), trade-off analysis (TOA), best technical approach (BTA), coordinated test plan (CTP), decision documents and associated resource and budget estimates. Assists the lead engineer with coordination through meetings and discussions with various user representatives the PEO STRI position with rationale to attain a mutually agreeable best technical approach. Supports, in an assistant role, the fielding and sustainment of PEO STRI systems through Engineering Change Proposals (ECPs), modification reviews and analysis by providing recommendations on these actions. Serves as technical team member on the acquisition of existing systems under the foreign military sales program.

3. Serves as a SME in technical specialty areas of routine complexity, providing recommendations and technical documentation (synopses and point papers) to lead engineers, project directors and management on designated specialty areas as required. Specialty areas include: commercially available simulation processes focused at requirements engineering and artificial intelligence (expert systems, computer-generated forces, intelligent tutoring systems and natural language applications); commercially available tools focused at PEO STRI employment for distributed processing, communications (analog, digital and networks), lasers, electro-optics, visual simulation (displays, data base modeling and image renderings), targets, computer systems and languages/techniques. Assists with the evaluation and execution of Small Business Innovation Research (SBIR), Advanced Concepts & Technology Phase 2 (ACT II), and Broad Agency Announcements (BAA) proposals related to virtual, constructive and live simulation, simulators, training systems, instrumentation and DIS requirements. Analyzes technical, cost and schedule risks. Supports the BAA, ACT II SBIR development as

a subject matter expert. Supports the development of the long-range technology program plan for PEO STRI. Assists with the evaluation and execution of technology base proposals related to virtual, constructive and live simulation, simulators, training systems, instrumentation and DIS requirements. Assists with the analysis of technical, cost and schedule risks, as well as the monitoring of resources and efforts of awarded proposals. Reviews industry's Independent Research and Development (IR&D) and makes recommendations on applicability to the PEO STRI mission.
25%

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

- Knowledge of standard systems engineering, computer software and hardware principles
- Knowledge of the acquisition and life cycle management of electronic, computer based military systems or simulation, simulators, training systems and instrumentation projects.
- Knowledge of standard software management techniques to include: software requirements analysis and design methodologies, software metrics, software reuse, software documentation, independent verification and validation criteria, and post deployment software support (PDSS) criteria
- Standard knowledge of test engineering and management techniques including Test and Evaluation Master Plan (TEMP) development and coordination through the Test Integration Working Group (TIWG) process.
- Ability to analyze statistical and performance data and perform market surveys, risk analysis, trade-off studies, baseline cost estimates and reliability, availability, maintainability (RAM) analysis
- Knowledge of the application of current engineering commercial practice tools, as identified for SMES, as applicable to the conceptual design of electronic, computer based military equipment of simulation, simulators, training systems and instrumentation projects.

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit

Ability to execute projects and/or studies within established time constraints

Ability to develop and utilize appropriate data collection techniques

Ability to gather, analyze, and present facts

Ability to plan and organize work

Ability to work cooperatively as a member of a team

Ability to interpret and apply rules, regulations, and procedures

Ability to communicate orally and in writing